

Bids and Awards Committee for Consulting Services (BAC-C)

**PROCUREMENT OF CONSULTING SERVICES FOR THE CONDUCT OF BCDA
STAKEHOLDERS' APPRECIATION NIGHT**

Bid Bulletin No. 01

This Bid Bulletin clarifies queries/questions raised during the Pre-Eligibility Conference held on 05 June 2023, and written clarifications received through email on 10 June 2023, pertaining to the above-cited consulting services.

I. QUERIES/QUESTIONS BY THE BIDDERS

Queries/Questions	Clarifications/Responses
1. When is BCDA expecting to mount the event?	The target date for the conduct of the event is by the end of September or early October. Initially, we identified it as October 10, 2023.
2. Will this event be stitched into an event/celebration, other program or overarching campaign of BCDA's (e.g., commemoration/culmination of anniversary, etc.)?	No. The event is not stitched to any other event. In terms of packaging the proposal for the event, we highly recommend that the prospective bidder include in its concept that BCDA is celebrating its 31st Anniversary this year. For the guidance of the prospective bidders, kindly refer to the materials of the BCDA 30th Anniversary celebration in 2022 which can be viewed in the link below: https://bit.ly/BACC020_BCDA30thFiles The objective of the event is to bring together BCDA's major stakeholders - the Armed Forces of the Philippines (AFP) and BCDA's private partners who were primarily involved in the development of the former military bases into what are now known as central business districts.
3. Do you have any preference when it comes to the location of the venue?	Since most of the attendees will be coming from Metro Manila, our preferred locations for the event are any of the following: Bonifacio Global City (Taguig), Newport City (Pasay), or Makati City.
4. For the entertainment side, will we be the one to pitch the concept and everything else?	Yes. It will be the prospective bidder who will propose the concept for the entertainment segment of the event.

<p>5. Do you have previous events like this that we can pattern our proposal from?</p>	<p>This is the first time for BCDA to host a Stakeholder's Appreciation Night. We are open to all possible ideas that the winning bidder will propose for the event.</p>
<p>6. What are the demographics of the attendees? Age, Male/Female, etc.?</p>	<p>We currently do not have the demographics, but the profiles of our target invitees are:</p> <ol style="list-style-type: none"> 1. C-suite executives such as presidents, chief executive officers, chairmen, chief operating officers, chief finance officers, directors, among others; 2. Members of the AFP (as BCDA's main stakeholder) 3. Other guests such as the companions of the main guests (limited to one (1) per main guest) <p>Other attendees are members of the organizing committee, and other support staff such as performers, technical crew, etc.</p>
<p>7. Is this event solely for the C-suite executives or are they allowed to bring their families?</p>	<p>The main invitee may bring one (1) companion. The maximum number of guests is 500, which already includes the principals and one (1) companion, and approximately 150 personnel composed of BCDA representatives, the organizing committee, and other support staff (e.g., entertainers, technical crew).</p>
<p>8. Do you have any limitations or reservations when it comes to the entertainers? For example, you have a reservation for a particular singer, comedian, or guest.</p>	<p>None, but please note that the proposed entertainer will be subject to evaluation and approval of BCDA upon submission of the winning bidder.</p>
<p>9. What do you want to highlight in terms of your program itself? Any component that you want to highlight?</p>	<p>We would like to highlight the AFP being one of the major stakeholders of the BCDA.</p> <p>The program should also include a minimal time allocated for the keynote speeches of the BCDA Chairman, and President and Chief Executive Officer.</p> <p>To guide you in packaging your proposal, especially in preparing the program, we will provide a background for the BCDA event.</p> <p>This is the first time that BCDA will be hosting this kind of event and it will serve as an avenue where our major stakeholders such as the AFP and business</p>

	<p>partners will come together and meet each other. The prospective bidder should create a program that will make this a memorable event for all the stakeholders.</p> <p>Further, the event is a means for BCDA to show them that we value their partnership and we hope to move forward with a stronger relationship and shared passion or common goals.</p>										
<p>10. Will we be provided with a briefing from your previous event last March or even a copy of your program? Will we be allowed to get a copy?</p>	<p>Last March 2023, we did not have a formal internal event to celebrate the 31st Anniversary of BCDA but we had a celebration in 2022 for our 30th Anniversary. For reference, you may access the files using the link below:</p> <p style="text-align: center;">https://bit.ly/BACC020_BCDA30thFiles</p>										
<p>11. The guest list is 175 for the C-suite. Since the agency is expected to send the invitation, are these physical invitations or e-invites?</p>	<p>For easier dissemination of invitations, we can use e-invites in Google Forms, or any other format recommended by the winning bidder, that could also build a database in Excel format. It is important for BCDA to keep track of the attendees who confirmed.</p>										
<p>12. Is there a preferred payment term apart from the milestone billing scheme?</p>	<p>Please refer to Item 7 - Payment Scheme/Schedule of the Terms of Reference. The relevant information is stated below:</p> <table border="1" data-bbox="759 1151 1394 1908"> <thead> <tr> <th>Milestone/s</th> <th>% of Payment</th> </tr> </thead> <tbody> <tr> <td>Upon approval by BCDA of the proposed event concept for the Stakeholders' Appreciation Night event</td> <td>30%</td> </tr> <tr> <td>Upon Approval by BCDA of the Stage Design/Layout/Floor Plan, Marketing Collaterals (e.g. video production, social media cards and calendars, etc.) and Tokens, among others</td> <td>20%</td> </tr> <tr> <td>Upon the conduct and execution of the Stakeholder's Appreciation Night Event</td> <td>30%</td> </tr> <tr> <td>Upon the submission by the Consultant of an accomplishment/post-event report and issuance of a</td> <td>20%</td> </tr> </tbody> </table>	Milestone/s	% of Payment	Upon approval by BCDA of the proposed event concept for the Stakeholders' Appreciation Night event	30%	Upon Approval by BCDA of the Stage Design/Layout/Floor Plan, Marketing Collaterals (e.g. video production, social media cards and calendars, etc.) and Tokens, among others	20%	Upon the conduct and execution of the Stakeholder's Appreciation Night Event	30%	Upon the submission by the Consultant of an accomplishment/post-event report and issuance of a	20%
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13. On top of the 30-20-30-20, when we issue the invoices for these milestones, how many calendar days should we expect payment?	Preparation of the cheques usually takes seven (7) working days upon the approval of the billing request with complete supporting documents.		
14. Will the number of hours of relevant training of proposed professional staff have a bearing on the evaluation of the firm's eligibility? How will the agency's eligibility be affected if the proposed staff will not meet this requirement?	No, it will not affect the evaluation of the eligibility of the firm but it has an effect on the evaluation of the Nominated Key Personnel. Non-compliance with the required minimum hours of training shall be a ground for disqualification.		
15. On the Form EF about ongoing and completed government and private contracts, do private contracts pertain to Public-Private Partnership projects or contracts with private companies? Should we declare all of our contracted projects with private companies for the past five years?	<p>Private contracts pertain to contracts entered into by the prospective bidder with a private company.</p> <p>Yes, the prospective bidder should declare all of its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity of the consulting services being bid-out, within the prescribed period of five (5) years.</p>		

II. PRESENTATION FOR THE PRE ELIGIBILITY CONFERENCE

The presentation discussed during the Pre-Eligibility Conference held on 05 June 2023 can be accessed using the link below:

<https://bit.ly/BACC020-PreEligibilityPres>



This presentation is for discussion purposes only. Should there be any inconsistencies, the bidding documents (i.e. Request for Expression of Interest, Eligibility Documents, Terms of Reference, and Bidding Forms) shall prevail over the presentation.

III. SCHEDULE OF PROCUREMENT ACTIVITIES*

Activities		Time	Date	
1	Advertisement/Posting of Request for Expression of Interest		May 27, 2023	
2	Issuance of Eligibility Documents		May 27, 2023	June 20, 2023
3	Pre-Eligibility Conference	10:00 AM	June 05, 2023	
4	Deadline for Requests for Clarification	5:00 PM	June 10, 2023	
5	Issuance of Bid Bulletin for Additional Clarifications		June 13, 2023	
6	Deadline for Submission of Eligibility Documents	10:00 AM	June 20, 2023	
7	Opening of Eligibility Documents and Eligibility Check	10:30 AM	June 20, 2023	
8	Eligibility Check and Shortlisting		June 21, 2023	June 27, 2023
9	Notification on the results of Eligibility Check and Shortlisting		June 29, 2023	

**Subject to change*

IV. REMINDERS

a. General Notes / Reminders

1. All data on the forms shall be correct and consistent.
2. All forms shall be duly signed by the Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/Consortium).
3. The CVs of all the nominated key personnel shall be supported with certificates of trainings attended, diplomas, work experiences and other supporting documents relative to the credentials of the proposed Professional staff.
4. Only contracts/projects that are supported with proofs shall be considered for evaluation, as follows:
 - Certificate of Completion or Acceptance or valid proof of final payment issued by the client, in case of completed contracts.
 - Notice of Award, Notice to Proceed or signed contracts issued by the client for ongoing contracts and for contracts awarded but not yet started

5. Only training supported with proofs shall be considered for evaluation.
6. For the Eligibility Forms:

Eligibility Form	Duly signed by the Authorized Representative	Duly Notarized
• EF 1 - Eligibility Submission Form	✓	
• EF 2 - Statement of All On-Going and Completed Government and Private Contracts, Including Contracts Awarded but not Yet Started as Well as Contracts Where Works Have Been Completed but not Yet Accepted for the Past 5 Years	✓	
• EF 3A - Summary of Completed Projects for the Past Five (5) Years (All completed government and private contracts)	✓	
• EF 3B - Summary of Ongoing Projects for the Past Five (5) Years (All ongoing government and private contracts, including contracts awarded but not yet started as well as contracts where works have been completed but not yet accepted)	✓	
• EF 4 - Consultant's References: Relevant services carried out for the past 5 years that best illustrate qualifications	✓	
• EF 5 - Summary of Curriculum Vitae (CV)	✓	
• EF6A to 6E - Format of CV for Proposed Professional Staff	✓ (should also be duly signed by the nominated Key Personnel)	
• EF 7 - Statement of the Consultant Specifying its Nationality and Confirming That Those Who Will Actually Perform the Services are Registered Professionals	✓	

• EF 8 - Format of CV of the Firm/Entity	✓	
• EF 9 - Statement of Project with at least PhP 2,500,000.00 contract for the past 5 Years	✓	
• EF 10 - Certificate of Availability of Key Personnel	✓	
• Secretary's Certificate Format (where applicable)	✓	✓
• Special Power of Attorney Format (where applicable)	✓	✓

7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the duly authorized representative of the prospective bidder.

b. Deadline for Submission of Eligibility Documents.

The Eligibility Documents must be duly received by the BAC-C Secretariat through manual/physical submission at the BCDA Central Receiving and Releasing Area (CRRA), BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, **on or before 10:00 AM of 20 June 2023, Tuesday**. Late submission of Eligibility Documents shall not be accepted. The prospective bidders may submit their Eligibility Documents before the deadline for submission of bids to avoid late submission. The editable eligibility forms may be downloaded using the link below:

<https://bit.ly/BACC020-EligForms>

Please be reminded that the reference time that will be followed shall be the computer system clock at the **BCDA CRRA**, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street corner 2nd Avenue, Bonifacio Global City, Taguig City. All prospective bidders are advised to synchronize their timepieces therewith.

c. Opening of Eligibility Documents and Eligibility Check.

Opening of Eligibility Documents and Eligibility Check shall be on **20 June 2023, 10:30 AM** at the BCDA Office, BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Bonifacio Global City, Taguig City, and/or through:

Zoom link

<https://tinyurl.com/OpenElig>

The proceeding may also be viewed via the official Facebook page of BCDA:

<https://www.facebook.com/TheBCDAGroup>

For Online Participants:

1. Online participants will be requested to register to be admitted on the call.
2. The online platform will be opened 15 minutes prior to official start at 10:30 AM and participants are required to log in no later than five minutes prior to the said official start time.
3. The BAC-C Secretariat is the host of the meeting. We may mute/unmute audio inputs of any or all participants. Mute your mic whenever you're not speaking.
4. All participants shall use the following name format for easy identification:
<Company Acronym>_<Full Name of participant>
5. The camera should be turned off by default to preserve your Internet connection bandwidth and assure better audio. However, during the roll call, kindly turn on your camera, state the complete name of your company and your full name, so that you can be properly identified and acknowledged. The camera should again be turned off after the roll call.
6. Please refrain from asking questions during the presentation but rather type these in the chat box provided. The Secretariat shall then read each of the questions during the Q&A portion, and these will be answered by the BAC-C one by one.
7. If a prospective bidder needs to further clarify or ask follow-up questions, they can do so by raising their hand. Please wait to be acknowledged before speaking. Only one (1) participant shall speak at a time.

For In-Person Participants:

All bidders must adhere to the following health and safety protocols:

1. A maximum of two (2) participants per bidder is allowed to join the conference.
2. Participants must wear a face mask, and observe social distancing all throughout the conduct of the activity.
3. Bidders who show signs of COVID-19 related symptoms such as cough, flu, fever, high body temperature, and sneezing are advised not to proceed to the BCDA Office since they will not be allowed to enter the BCDA premises.

Eligibility Documents will be opened in the presence of the prospective bidder or its authorized representative who chooses to attend the activity. Attendance of the bidders during the opening of the Eligibility Documents is not mandatory, but merely discretionary or optional.

All prospective bidders are also reminded to regularly check the PhilGEPS and BCDA's website for updates, advisories and postings of Bid Bulletin in relation to this procurement activity.

This Bid Bulletin shall be considered an integral part of the Bidding Documents for the afore-cited Consulting Services. All provisions and statements in the Bidding Documents for the Consulting Services inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

Issued this 13th day of June 2023.



Chairman
Bids and Awards Committee for Consulting Services

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